



BIG MOUNTAIN SEWER DISTRICT

PO Box 1252
Whitefish, Montana 59937

Board of Directors Meeting Minutes June 12, 2018 9:00am Conference Room, Kandahar Lodge

1. CALL TO ORDER @ 9:01am
2. INTRODUCTIONS
Present were Dan Graves, Bob Lund, Sandie Carpenter, Bob Riso, David Ruoff, Jason Hanchett and Amy Dexter.
3. PUBLIC COMMENT
No public comment
4. REVIEW OF MINUTES-March 6, 2018
Motion to approve minutes as amended. Sandie/Dave motion carried
5. FINANCIAL REVIEW
 - Balance Sheet
 - Income Statement
 - Cash Flow
 - City of Whitefish Usage/fees
 - Check RegisterMotion to accept financials as presented (Bob L./Sandie) Motion Carried
6. OLD BUSINESS
 - a. Filtration System and Density Measuring Tools
Dave and Bob L have expressed concern with infiltration. Dan provided the board with a graph showing the high/low and average flow. The flow doesn't always coincide with the snow fall. Jason has been actively walking and checking manholes. He has found dry manholes and a manhole with seepage but not a lot of seepage issues have been identified. Jason has been also channeling water around manholes when he can. Bob L. stated that we are looking for a potential of 2-3 million gallons of run off going down the sewer. Dave suggested maybe there was an unintentional hookup such as storm drain or gutter system. Dan said scoping the system will be enlightening. Jason has budgeted to camera the line where the break in Dec 2017 was.
Jason will look into smoke as an investigation tool for breaks or issues in the line. Jason has done some monitoring using the flow meter. He sees a spike every couple of hours but that coincides with the lift stations cycling.

b. Purchase of New Pump

New pump was installed in May for the Base Lodge. The life of the pump is approx. 15 years. Refurbishing the old pump would cost approx. \$8000 (half the cost of a new one).

c. FY 2017 Financial Review

The report was distributed via email to the board members. Amy reported there was no comments or findings from the auditors.

d. Sewer Line Mapping

Jason provided the board with an example of what Carver Engineering is working on. The map will show general area of a manhole. The map won't be survey quality but gives a general idea of where everything is. Bob L. said that the map looked good and will be helpful.

e. Maintenance Procedure Manual

Jason provided the board with an example of his procedure manual. This manual will be a working document that Jason will continue to update and add more detail as he does different maintenance tasks.

f. Index of files

Amy provided an index of all the electronic files that she has for the board.

7. NEW BUSINESS

a. FY 2018 Financial Review-Bid Received for \$2500

Amy will request bids from other accounting firms for a Financial Review and Audit.

b. FY 2018 Budget Amendment

Amy proposed a budget amendment for FY 18 for \$38,564.56 to cover the overage.

c. FY 2019 Budget

Amy and Dan are reviewing the EDU list. Dan identified problems with meter size on properties therefor causing issues with the EDU charges. The issue has been brought to light with the new meters have been installed by the Water Company.

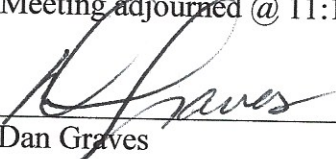
Jason provided his maintenance budget and there were no questions about the routine maintenance. The board then reviewed the items that are new to the budget. It was asked what the warranty is on the rebuilt pump. Jason will email the board on what the warranty is. Motion to approve all maintenance budget items. Bob L/Sandie motion carried

Motion to assess the FY 19 budget and the overage from FY 18. Bob L/Sandie Motion carried w/ Bob R opposed

July 31, 2018 @ 9am will be the public hearing for the sewer rate fee increase.

- d. Work Order System (Bob L.)
Dan & Jason will look into a work order system. Currently Jason is tracking all of his time spent on Sewer District projects on his timesheet.
- e. CD's
Motion to open a 24 month CD at a rate of 2%. Dave/Bob L Motion carried.
- f. Hot Tubs (Bob L.)
Dan stated that hot tubs are maybe dumped once a year. Nobody has verified that they are hooked into the sewer system. Hot tubs are counted with new house hookup fees.
- g. BMSD Ordinances (Bob L.)
Bob L will work on updating the sewer district ordinances.
- h. Ohland Hookup Request
Concerns were expressed that if they come in more people will want to connect to the system.
- i. Plant Investment Fees
 - i. 1172 Glades Drive Lot 16-Total Fee \$1,989.60, \$1,658.00 to Whitefish
 - ii. 137 Ridge Top Drive Lot 68-Total Fee \$3,715.30, \$3,096.08 to Whitefish
 - iii. 166 Orion Drive Lot #20-Total Fee \$2,652.96, \$2,210.80 to Whitefish
 - iv. 320 Wood Run Court Unit A-Total Fee \$3,449.95, \$2,874.96 to Whitefish
 - v. 320 Wood Run Court Unit B- Total Fee \$3,449.95, \$2,874.96 to Whitefish
 - vi. 148 Orion Drive Lot # 19-Total Fee \$2984.64, \$2487.20 to WhitefishMotion to accept Plant Investment Fees Dan/Dave Motion carried.

Meeting adjourned @ 11:16am.


Dan Graves


Amy Dexter